

7-30-12

## MAKING DEPOSITS IN CHECK REGISTER

### Finding the % of a #

STEPS :

① Change the % # to a decimal by moving the dec. pt. 2 places to the LEFT (hundredths)

$$\text{Ex: } 95\% = .95$$

② Multiply the dec. times the #

$$\text{Ex: } 95\% \text{ of } \$5$$

$$\begin{array}{r} .95 \\ \times 5 \\ \hline \$4.75 \end{array}$$

On a calculator :

Press 2<sup>nd</sup> then ( %

## Recording Deposits in Check Register

Steps:

- ① Write DATE in # form
- ② On top line write "Deposit"
- ③ Under that (2<sup>nd</sup> line), write your % of \$5.00
- ④ Figure out your deposit amt.
- ⑤ Record that amt. in the Deposit section  
(\* the vertical line acts like a dec. pt.,  
separating dollars from cents)
- ⑥ In the last column (Balance), add the  
new deposit to the previous balance and  
record your new balance.